

MINUTES
Housing Authority of the Town of Darien
Tuesday, September 27, 2016

The Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was held on Tuesday September 27, 2016, at The Heights at Darien Community Room located 24 Allen O'Neill Drive, Darien. The meeting was called to order at 6:30pm.

Present were Commissioners Jan Raymond, Joe Warren and tenant commissioner Jane Matthews. Lorraine Golino joined at 6:37pm. Also present were Nichole Jefferson, Executive Director and Co-developer John McClutchy and Todd McClutchy.

AON Association: Tenant commissioner Jane Matthews reported that the landscape edging has not been completed in the center of the cul-de-sac and that there is a resident in building 8 with an air conditioning unit in the window. Jane Matthews also reported that there are vehicles parking in the cul-de-sac after office hours and needed to know how to report those vehicles. Nichole Jefferson advised that she would be sure to address both the missed landscape edging in the cul-de-sac and the resident with the air conditioning unit in the window. Nichole Jefferson also advised that residents should follow the same procedures for reporting emergencies on site to report vehicles parked in fire lanes or tow away zones, by calling into the management office and following the prompts to report an emergency and a staff member will respond.

Senior Resident Association: No Report

Minutes: Minutes from May 24, 2016 were reviewed. Joe Warren motioned to accept the minutes as presented without objections. All agreed.

Paid Bill Reports: Paid Bills for E187, June 2016 through September 23, 2016 were reviewed and accepted as submitted by a motion from Joe Warren and seconded by Jane Matthews. All agreed.

Directors Report: (OTHH) – Nichole Jefferson reported that there is a total of \$1330.97 of bad debt to be written off due to unanticipated vacancy loss from residents who may have deceased or been confined to assisted living and old unpaid community room rental debt. Joe Warren moved that the commission authorize the Executive Director to write off the bad debt. Jane Matthews seconded. All agreed.

(Heights) – Nichole Jefferson reported that there was a tree limb that fell down from a neighbor's tree onto the Heights property. The limb was removed and an endangered tree letter will go out to the neighbor due to the decay of the tree.

OTHH Redevelopment Update: Todd McClutchy reported that they are working to move plans forward drafting the necessary relocation documentation per state and federal guidelines to submit to DHA for approval with hopes to submit by end of fourth quarter. The documents will spell out what the owner, landlord and resident responsibilities are as part of the relocation process. Residents will receive the required 6months notice prior to any relocation efforts.

Todd McClutchy reported that financial application submissions to private, state and quasi state lenders for the financing packet of the redevelopment will begin December through the end of April. All CHFA, DOH, DECD and private financing will be explored over the 4-5month period. Todd McClutchy stated he anticipates to receive answers from lenders within 90 days of application submissions. Todd McClutchy

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also stated that he will share the list of lenders interested in financing opportunities with the DHA commission as it's available.

Todd McClutchy also reported that it is a good idea for the DHA commission to provide the Affordable Housing Trust Fund with an update of the status of the redevelopment and approach the town regarding a request to implement a tax pilot program similar to one structured and in place at the Heights. Todd stated that having a tax pilot program where there is no payment of taxes during the construction period and a fixed amount over the life of the project allows private and public lenders to have a fixed understanding of what the operating expenses are for the fixed period time so lenders can put different equity components into project to make it financeable.

Jan Raymond stated that she would like an update letter to go out to the OTHH residents before the next meeting. Todd McClutchy stated that he will be sure to distribute a redevelopment update notice to all.

New Business: No Report

Old Business: No Report

Joe Warren moves to adjourn public session and enter into Executive Session for the purpose of the discussion of personnel, contractual and tenant issues. Lorraine Golino seconds the motion. Meeting was adjourned at 6:50p.m.